

SANDY CITY APPROVED CLASS SPECIFICATION

- I. Position Title: Receptionist - Human Resources (Seasonal) Revision Date: 02/06
EEO Code: Admin. Support
Status: Non-Exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of a Human Resources Analyst, types and files various documents, receives and handles telephone calls and walk-in public, and performs other related clerical duties.

III. Essential Duties

- Answer incoming phone calls and direct walk-in traffic.
- File confidential and other documents in the personnel files.
- Type various documents including letters, memos, etc.
- Prepare and distribute mass office mailings.
- May enter data into spreadsheets.
- May handle various, specially assigned activities.

IV. Marginal Duties

- Photocopy & collate various documents.
- Perform other duties as assigned.

V. Qualifications:

Education: Must have completed at least two years of high school with demonstrated competence in office related classes or training.

Knowledge of: Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices, procedures and equipment.

Responsibility for: Responsibility for the care, condition, and use of materials; and for the professional handling of confidential documents and records.

Communication Skills: Must have excellent oral and written communication skills; regular contact with the public.

Tool, Machine, Equipment Operation: Type 35 wpm preferred; requires regular use of a computer, printer, copier, fax machine, and telephone system; occasional use of a typewriter.

Analytical Ability: Communicate effectively verbally and in writing; prioritize tasks; establish effective working relationships with employees and the public.

VI. Working Conditions:

Mental effort is required daily; Work is confined to an office setting.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.